



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PERSONNEL MEDIATION MANAGER

Job Number: 20001740

Job Code: 93520V000101

Job Group: 9300 - PERSONNEL MANAGEMENT AND TRAINING

Job Established: 03/16/2001

Job Revised: 02/24/2006

Grade: 17 Salary (MIN - MID):

\$24,055-\$31,869 - Hourly

\$3,908.94-\$5,178.72 - 37.5 Hr. Monthly Salary

\$4,169.54-\$5,523.96 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Serves as a branch manager within the Personnel Cabinet's mediation and dispute resolution program. Provides mediation and conflict resolution services for state employees and agency management. Meets with other agencies to develop mediation programs and oversees the development of all informational material regarding the conflict resolution and mediation programs; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have five years of experience in mediation, conflict resolution, arbitration, counseling, conducting administrative hearings or a related field.

Substitute EDUCATION for EXPERIENCE:

A Master's degree in Counseling, Psychology, Social Work, Conflict Resolution, Diplomacy or Law will substitute for the required experience on a year-for-year basis up to a maximum of two years.

Substitute EXPERIENCE for EDUCATION:

Experience in mediation, conflict resolution, arbitration, or in conducting administrative hearings will substitute for the required college on the basis of two years of experience for one year of college.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Manages and supervises employees engaged in mediation and conflict resolution and ensuring that industry standards e.g., The American Bar Association, are met. Oversees the preparation of materials for use in informational sessions on the mediation process. Meets with agency executives to explain the branch's role in mediation. Mentors mediators and provides additional training and quality assurance. Occasionally conducts mediation sessions between employees and supervisors or between employees when requested. Ensures that confidentiality of mediation sessions and all documentation is maintained. Ensures that copies of completed mediation agreements are maintained. Provides parties with opportunity to evaluate the mediation sessions. Develops evaluation instruments and other forms needed in the mediation process. Contacts agencies and interested parties following mediation sessions to ensure mediation agreements have been followed. Ensures that all statistical data regarding mediation sessions are within legal and ethical guidelines. Conducts employee evaluations. Drafts correspondence for Personnel Cabinet management regarding mediation training and programs. Attends training sessions and seminars to keep abreast of changes in mediation practices. Assesses need for information technology to improve and enhance effectiveness. Serves as a member of the cabinet management team.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform duties in an office setting. Frequent travel within the state will be required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.